



# Mentor Michigan Providers Council

## GENERAL OVERVIEW

### ***What is the Mentor Michigan Providers Council?***

The Providers Council advises Mentor Michigan about mentoring activities and needs around the state. The council serves as an advisory body to the Michigan Community Service Commission (MCSC), the host agency for Mentor Michigan.

### ***Why should I serve on the Mentor Michigan Providers Council?***

By serving on the Providers Council you will have the opportunity to continue shaping mentoring for Michigan. You serve in a leadership role to assist Mentor Michigan in promoting, supporting, and strengthening mentoring statewide. You will have the opportunity to network with and learn from other mentoring programs across the state. You will also have a voice for your geographic area and for the type of mentoring services you offer.

### ***Who serves on the Mentor Michigan Providers Council?***

The Council consists of up to 20 individuals that represent diverse mentoring programs, organizations, and collaborations from around the state. The following are currently represented on the council: community-based programs, school-based programs, faith-based programs, higher education institutions, local mentoring collaboratives, Volunteer Centers, and National Service programs. For a list of the current Council members please visit [www.mentormichigan.org](http://www.mentormichigan.org).

### ***How will the Mentor Michigan Providers Council members be selected?***

Individuals interested in serving on the Providers Council must complete the nomination form and return it to Mentor Michigan by September 2, 2011. Nomination forms may be faxed, mailed, or emailed. Mentor Michigan and a team of mentoring experts will select the Providers Council members. We will ensure the Providers Council is representative of the state in terms of diversity of programs, expertise, and service area. Individuals will be notified of their selection by September 23, 2011.

### ***What is the time commitment for the Mentor Michigan Providers Council?***

New Providers Council members are required to attend an orientation session prior to the first meeting of the year. This training is scheduled for October 17, 2011 at the Michigan Community Service Commission. The Providers Council will convene once a quarter. The meeting dates for the 2011-12 year are:

October 17, 2011 – New Member Orientation (webinar)  
October 18, 2011 – Location TBD  
February 7, 2012 – MCSC Board Room  
April 17, 2012 – MCSC Board Room  
July 17, 2012 – MCSC Board Room

Members may also be expected to participate in conference calls and complete committee driven tasks in between the quarterly meetings.

### ***Who do I contact if I have questions?***

If you have questions about the Mentor Michigan Providers Council, please contact Providers Council Chair Kris Marshall at (248) 709-4488 or [kris@winningfutures.org](mailto:kris@winningfutures.org) or Kathie Robinson at (517) 373-4200 or [robinsonk13@michigan.gov](mailto:robinsonk13@michigan.gov).

## **ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS**

### **I. General Responsibilities**

The Providers Council is a working committee of Mentor Michigan. Its primary role is to advise Mentor Michigan about mentoring activities and the needs of mentoring programs throughout Michigan. The council serves as an advisory body to the Michigan Community Service Commission, the host agency for Mentor Michigan. The Mentor Michigan Providers Council:

- A. Advises Mentor Michigan on its overall research and evaluation agenda.
- B. Completes key tasks related to the Mentor Michigan strategic plan.
- C. Leads the recruitment of quality Providers Council members.
- D. Helps evaluate and improve the system to track mentoring on an ongoing basis that has been established through the annual Mentor Michigan Census.
  - 1. Support the Mentor Michigan Census in order to document the scope and nature of mentoring in Michigan on an annual basis.
  - 2. Advise Mentor Michigan on questions for the flex section.
  - 3. Conduct outreach to ensure participation.
- E. Develops and promotes statewide mentoring activities such as training, regional meetings, National Mentoring Month activities, and conferences.
  - 1. Develop leadership training to support new, existing, and upcoming Executive Director.
- F. Serves as a liaison to local/regional mentoring programs.
- G. Educates key local, state, and national leaders about mentoring and issues important to mentoring through activities such as legislative visits.
- H. Advocates/lobbies to support mentoring and leverage resources:
  - 1. Educate the Michigan Senate and House to eventually increase state funds for mentoring.
    - a) You may be asked to visit your legislators in their home office or in Lansing.
    - b) Visits may be to educate your legislator or to make a specific ask.
  - 2. Develop an advocacy toolkit:
    - a) Add advocacy component to the statewide conference.
    - b) Create templates, encourage mentors, children, and families to write letters to elected officials.
- I. Advocates for and educates others statewide about the Michigan *Quality Program Standards for Youth Mentoring*.
- J. Helps facilitate awareness of the value of mentoring and the need for mentors.

### **II. Expectations**

Each Providers Council Member will:

- A. Annually attend the four quarterly meetings. Attendance at the four quarterly meetings is required. Substitutes are not permitted. If members miss more than two meetings without communication with Mentor Michigan staff, they may be replaced at the discretion of Mentor Michigan staff.
- B. Serve as a liaison with the state legislature at the request of and on behalf of Mentor Michigan.
- C. Actively participate in one Providers Council sub-committee (see below).
- D. Participate in state, regional, or local Mentor Michigan activities whenever possible.
- E. Register with Mentor Michigan and participate in the Mentor Michigan Census on an annual basis.

### **III. Providers Council Sub-Committees**

- A. Executive Committee – The Executive Committee consists of the Providers Council chair and the sub-committee chairs. The role of the Executive Committee is to:
  - a. Assist the chair, as necessary, in carrying out the mission and function of Mentor Michigan and the Providers Council.
  - b. Coordinate the work of the sub-committees.
- B. Sub-committees are formed as needed to address identified needs or emerging issues on youth mentoring. In addition, a sub-committee will be created to help identify and select new members. The chair of the subcommittee is responsible for scheduling meetings or conference calls (with help from Mentor Michigan staff) and running the subcommittee meetings. Providers Council members are expected to actively participate in at least one subcommittee each year. Each committee creates its goals for the year at the October Providers Council Meeting.

### **IV. Terms of Service**

Mentor Michigan Providers Council members are appointed for a one, two, or three year term. Members may be appointed for more than one term. Applications are distributed each summer through Mentor Michigan's networks. Individuals may nominate themselves for the Council. Nominations will also be solicited by the staff of Mentor Michigan and current Providers Council members.

### **V. Chair**

The Council will elect a chair and vice chair every two years. The chair is responsible for setting the agenda with the Mentor Michigan staff and facilitating the meetings. A member must serve one year before being elected as chair or vice chair. Members must be willing to apply for a second term if elected.

### **VI. Communication Expectations**

Mentor Michigan Providers Council members are an important link to the mentoring organizations in Michigan. They serve as both a "voice" for and the "ears" of Mentor Michigan. Periodically requests will be sent to Providers Council members asking for input on issues or assistance in communicating about upcoming events or initiatives, such as the Mentor Michigan Census, National Mentoring Month efforts, and the annual Mentor Michigan Conference. Members are expected to share information with mentoring organizations in their communities as well as within their own organization.

When an email communication requests input from council members, individuals are expected to respond within two business days.



# MENTOR MICHIGAN PROVIDERS COUNCIL

## 2011-12 NOMINATION FORM

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Check which of the following sector(s) you represent:**

- ☐ Community-based mentoring
- ☐ School-based or site-based mentoring
- ☐ Faith-based mentoring
- ☐ Local mentoring collaborative
- ☐ Volunteer Center
- ☐ National Service program
- ☐ Other (please describe): \_\_\_\_\_

**Number of years in your current position:** \_\_\_\_\_

**Number of years involved with mentoring:** \_\_\_\_\_

**Experience with (Please mark all that apply):**

- ☐ Volunteer recruitment
- ☐ Training volunteers
- ☐ Developing partnerships with the corporate sector
- ☐ Fund development
- ☐ Mentoring standards/Elements of Effective Practice
- ☐ Mentor selection and screening
- ☐ Needs assessment
- ☐ Program evaluation and tracking data
- ☐ Serving on boards
- ☐ Other (please describe): \_\_\_\_\_

References:

**Please list two references that can speak about your experience with mentoring and how you might positively impact the Mentor Michigan Providers Council.**

Reference #1

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

How they are affiliated with you: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reference #2

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

How they are affiliated with you: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Attach a copy of your resume with the Nomination Form.**

On a separate sheet of paper please address the following questions. ***(Your response may not exceed four (4) one-sided, double-spaced pages.)***

Please describe your mentoring program including the type of mentoring program you operate, the goals of your mentoring program, the number of kids the program serves annually, the number of mentors in your program annually, the minimum mentor to mentee ratio, how often mentor and mentees are required to meet, the minimum match requirement, and any other key information about your program.

Why would you like to serve on the Providers Council?

What can you contribute to the statewide Providers Council?

What can the Providers Council do to better support your work and mentoring in general?

M I C H I G A N



**COMMUNITY  
SERVICE**

C O M M I S S I O N

**Please return this form by  
Friday, September 2, 2011 to:**  
Michigan Community Service Commission  
Attention: Mentor Michigan  
1048 Pierpont, Suite 4  
Lansing, Michigan 48913  
Phone: (517) 373-4200  
Fax: (517) 373-4977  
Email: [robinsonk13@michigan.gov](mailto:robinsonk13@michigan.gov)